



Family Programs CMS Admin Guide

December 2022

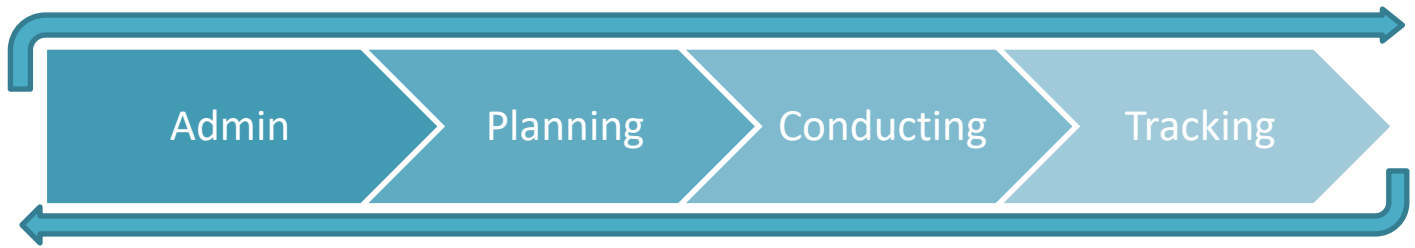
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1 Introduction

The Family Program Certification Management System (FP - CMS) is the DoDs online system to manage and facilitate certification reviews for military-operated Family Program services. The FP-CMS includes a suite of modules that support the entire Certification Lifecycle, illustrated in the diagram below. In this User Guide, you will learn about each of the FP-CMS modules that support the administrative phase of the Certification Lifecycle.

Figure 1: Family Programs Certification Lifecycle



1.1 Overview of Admin Modules

The FP-CMS modules listed below are used to manage user access, data, and standard sets.

1. **Account Manager:** Used to add, edit, and manage FP-CMS user accounts.
2. **Data Manager:** Contains Branch of Service (BoS)/Component Region, Installation and Organization data.
3. **Standards Manager:** Used to manage and update both OSD and BoS/Component-specific standards.
4. **Report Manager:** Contains reports, accessible to users based on permissions, including the Standards Reports.

1.2 Getting Help

For questions about this manual or using the system, please contact the FP-CMS Support Desk at CYPIMS_SupportDesk@militarychildcare.com or call 855.696.2934 and select Option 5 (CMS Support). The Support Desk offers two levels of support:

- Tier 1 support aids with general requests and is available Monday – Friday from 0700 – 1900 eastern time.
- Tier 2 support aids with any request that requires troubleshooting, or an application expert and is available Monday – Friday from 0900 – 1700 eastern time.

1.3 Prerequisites

To access the FP-CMS system, users will need to have the following prerequisites:

- A valid Common Access Card (CAC)
- ActivClient software, or a similar smartcard reader software, installed on your PC
- An active FP-CMS User account

- If you do not have a FP-CMS user account, you can submit a request to the Support Desk at CYPIMS_SupportDesk@militarychildcare.com or to your Branch of Service FP-CMS Admin.

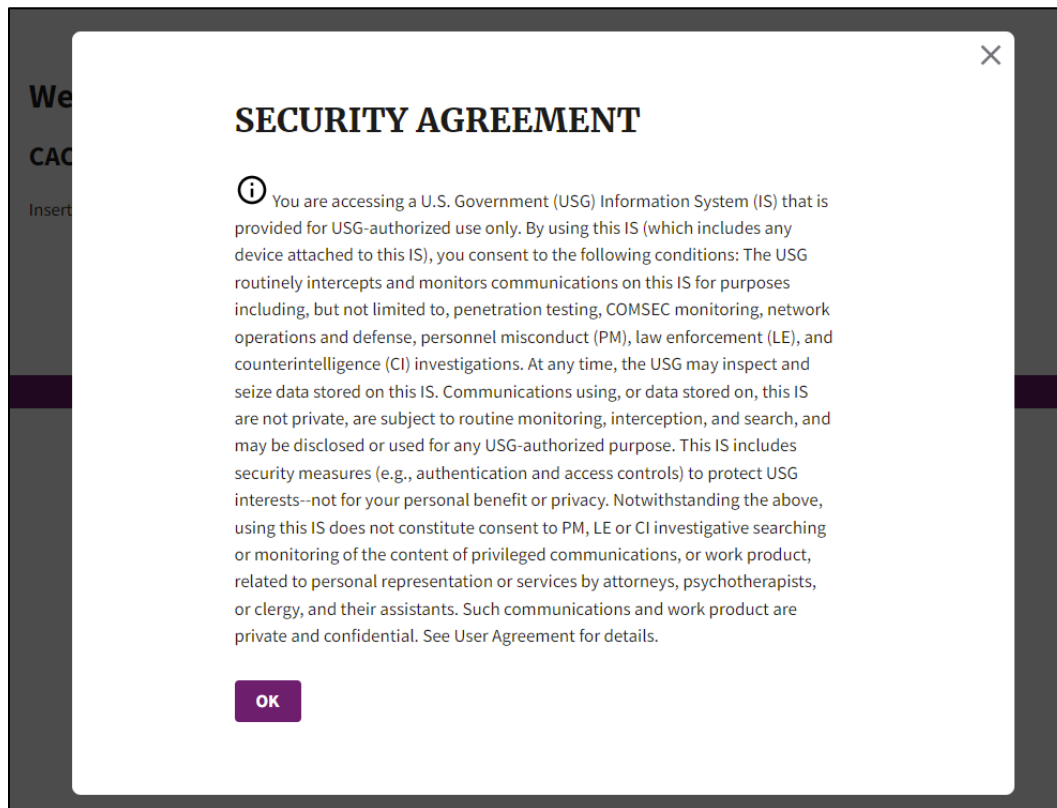
One of the following internet browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, or Microsoft Internet Explorer (11 or higher).

1.4 Login and Logout

To access FP-CMS, follow the steps below:

1. Open this URL: <https://militarychildcare-cac.csd.disa.mil/launchpad>
2. You will be directed to the Joint Application Suite (JAS) launchpad website where you need to accept the Security Agreement by selecting OK.

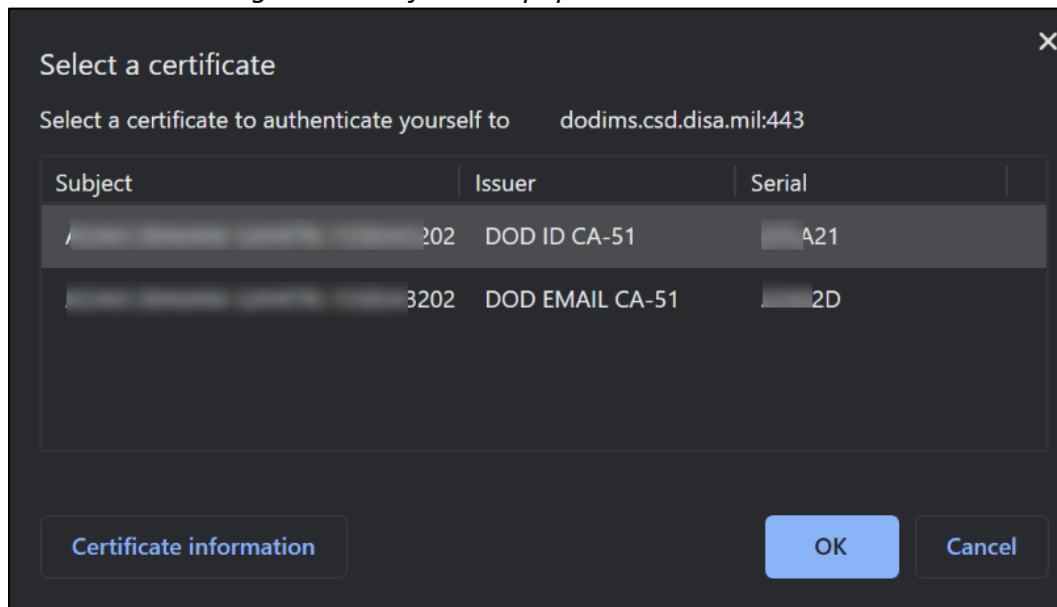
Figured 2: Login page of DISA FPCMS website



3. Once you accept the Security Agreement, you will be directed to the JAS launchpad login screen.
4. On the JAS launchpad, click the Log in with CAC button.
5. A 'Select a Certificate' popup will appear, choose one and select Ok.

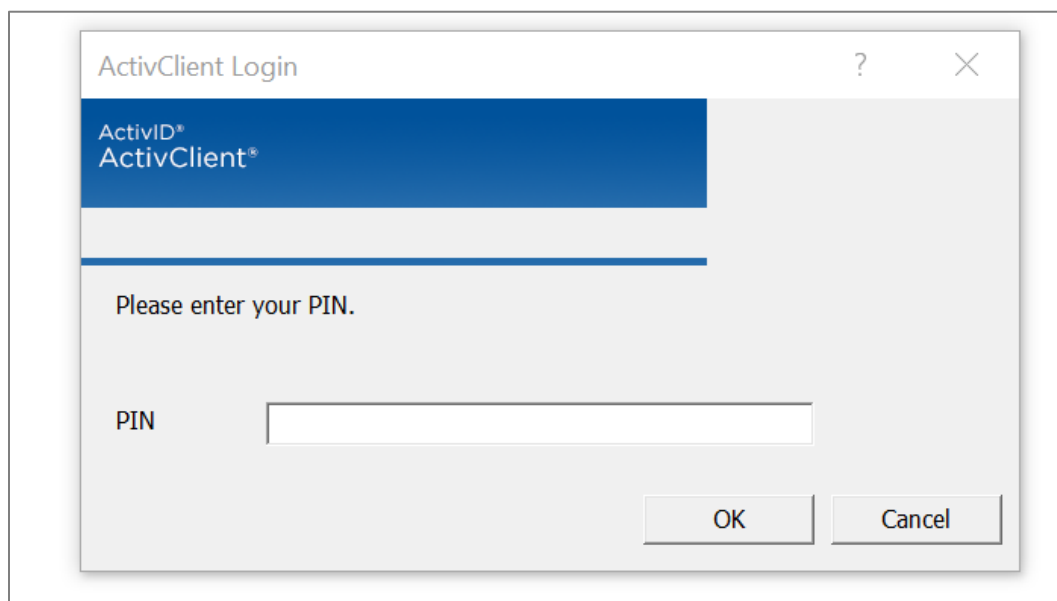
Note: It is okay if only one certification appears, and the popup may look slightly different on your computer

Figure 3: Certificate Popup DISA FPCMS website



6. Enter your CAC PIN and select OK.

Figure 4: Insert PIN in Login pop up

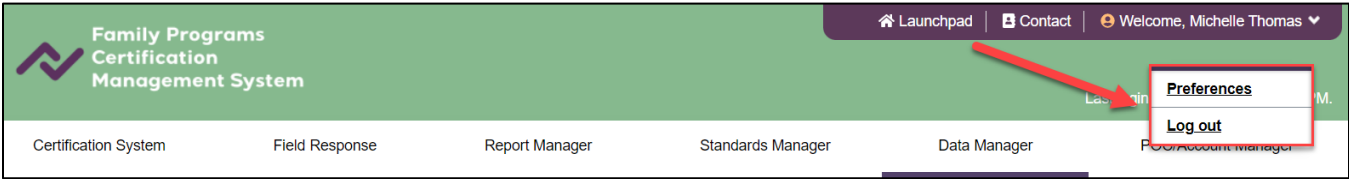


7. After entering your PIN, you will be directed to the JAS Launchpad landing screen. Click the FP-CMS tile on the landing screen to access the FP-CMS website.
8. Once you click the FP-CMS tile, you will be successfully logged in to the FP-CMS application.

Log Out

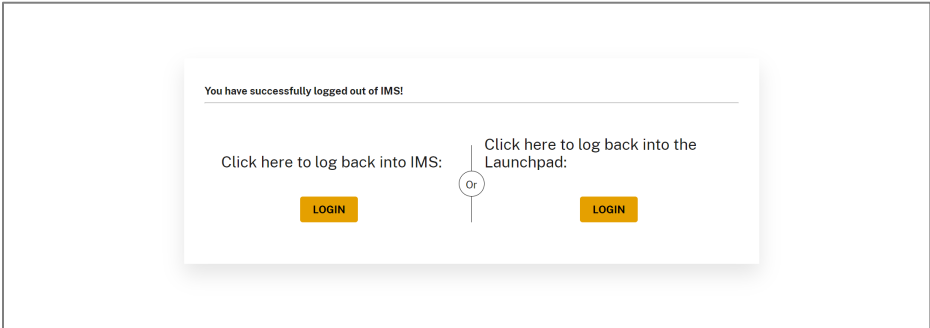
When you are finished using FP-CMS, you should always log out. To log out of FP-CMS, select the arrow next to the Welcome icon in the top right corner of the screen, then select "Log out" from the drop-down menu. If you forget to log out, you will automatically be logged out of the system after 15 minutes of inactivity.

Figure 5: Logging out from FP-CMS



After successfully logging out, Users will see the informational message shown below

Figure 6: Post Logout Screen



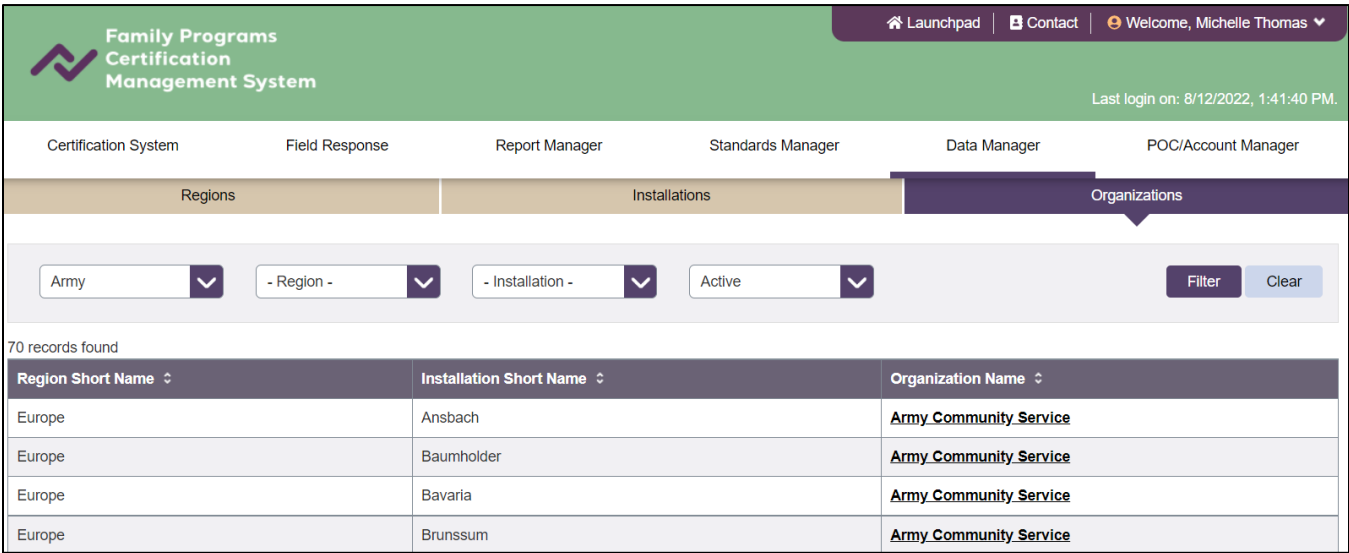
1.5 Navigation

Upon logging in to FP-CMS, you can navigate through the system using the links in both the footer and header.

1.5.1 FP-CMS Homepage

As an Admin user, when you log in to FP-CMS, the Organizations tab in Data Manager appears by default.

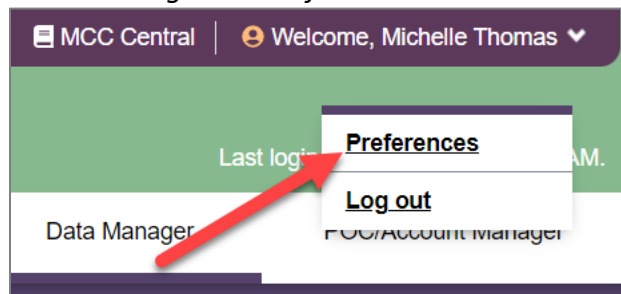
Figure 7: Admin Home Page



1.5.2 Preferences

To access My Preferences, click the 'Welcome' menu and then click the 'Preferences' link

Figure 8: Preferences menu



The “My Preferences” screen allows the user to update their account information.

1.5.3 Update account information

The “Update Account Info” section of “My Preferences” displays the user’s First and Last Name, Phone Number, and Email address. This information may be edited. Fields marked with a red asterisk (*) are required.

Figure 9: Update Account information

 A screenshot of the 'My Preferences - Profile' page in the Family Programs Certification Management System. The page has a green header with the system name and a navigation bar with links: 'Certification System', 'Field Response', 'Report Manager', 'Standards Manager', 'Data Manager', and 'POC/Account Manager'. The main content area is titled 'My Preferences - Profile' and includes a sub-section 'Update Account Info'. Below this, there's a form with four fields: 'First Name *' (containing 'Michelle'), 'Last Name *' (containing 'Thomas'), 'Phone Number' (containing '2104661202'), and 'Email Address' (containing 'michelle.a.thomas18.civ@mail.mil'). A note states 'Required fields are marked with an asterisk (*)'. A link is provided for updating the email address: 'To update your email address, please use the self-service features located [here](#).' At the bottom, there are 'Cancel' and 'Save' buttons.

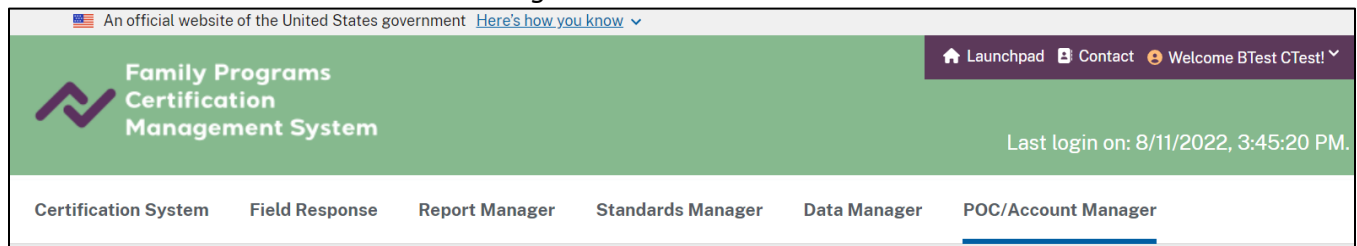
To update or edit your email address, please use the self-service function located on the JAS launchpad. Click the link on the screen to access this function on the launchpad.

1.5.4 FP-CMS Header

The FP-CMS header includes the following:

- **Launchpad:** You can select the Launchpad icon at any time to navigate to the Joint Application Suite Launchpad.
- **Contact:** You can select Contact at any time to view the Support Desk phone number and email address.
- **Username:** Select the arrow next to your username to access the Preferences page, Account Manager and to Log out.
- **FP-CMS Module Tabs:** Access each FP-CMS module by selecting the module name.

Figure 10: FP-CMS Header



1.5.5 FP-CMS Footer

The FP-CMS footer includes the following links and information:

- **Support:** Provides a link to the FP-CMS Support Desk email address and phone number.
- **Family Programs CMS Central:** Provides the link to FP-CMS Central, where you can access user guides, release notes and training materials.
- **Privacy Policy** – Provides the Privacy and Security notice of the Child and Youth Programs Inspection Management System.
- **External Links Disclaimer** – Provides disclaimer notice on the appearance of the hyperlinks
- **eLibrary** – Provides access to the Navy Child and Youth Programs E-Library.
- **FOIA** – Provides access to the Department of Navy Freedom of Information Act.
- **Accessibility/Section 508** – Provides access to the Department of Defense (DoD) Accessibility Link

Figure 11: FP-CMS Footer

MORE INFORMATION	EXTERNAL LINKS	ADDITIONAL RESOURCES
Support	External Links Disclaimer	Possible text here with some relevant information about the links or who to contact for general help.
CYP-IMS Central	eLibrary	
About	FOIA	
Privacy Policy	Accessibility/Section 508	



**Family Programs
Certification
Management System**

Family Programs Certification Management System

855-696-2934
CYPIMS_SupportDesk@militarychildcare.com

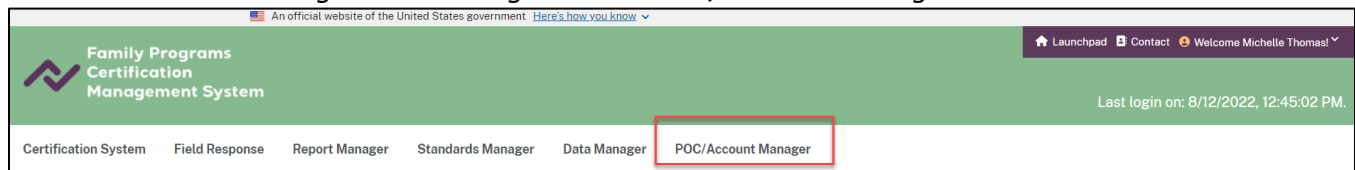
2 Account Manager

The Account Manager module is used for Service Admins to create and manage User accounts for their own Service. A User Account provides a user access to the system. Accounts are assigned roles, based on the user's responsibility.

2.1 Navigate to Account Manager

To access the Account Manager module, select the POC/Account Manager Module.

Figure 12: Manage Users in POC/Account Manager Module



2.2 Search for an Existing Account

To search for an existing user account, use one or more of the filters on the Accounts tab to locate the user account(s) you would like to manage.

- The Branch of Service (BoS) filter will default to your assigned BoS
- The Group and Roles filters are required, and you can further refine the type of users that display in the search results by filtering by role, region, and installation
- The Status filter defaults to Active

Figure 13: Accounts Filter Screen

OPTIONAL: Narrow results

Branch of Service *

Group

Roles

Region

Installation

First Name

Last Name

Status

Showing 1 to 25 of 153 results

Name	Roles	Region Name	Installation Name	Program Name	Status
[Redacted]	Installation User (FP) for Army	Sustainment	Belvoir		Active
[Redacted]	Account Manager Editor (FP) for Army				Active
[Redacted]	Reviewer (FP) for Army				Active
[Redacted]	Service Admin (FP) for Army				Active

2.3 Add a New Account

To add a new user account, follow the steps below:

1. Select the Add POC/Account button from the Account Manager landing page.

Figure 14: Add POC/Account Button

OPTIONAL: Narrow results

Branch of Service * x | v Group | v Roles | v Region | v Installation | v

First Name Last Name Status x | v

Filter Results
Clear filters

+ Add POC/Account

Showing 1 to 25 of 153 results

<< Previous Next >>

Name	Roles	Region Name	Installation Name	Program Name	Status
	Installation User (FP) for Army	Sustainment	Belvoir		Active
	Account Manager Editor (FP) for Army				Active
	Reviewer (FP) for Army				Active
	Service Admin (FP) for Army				Active

2. On the Add Account screen, enter the required information:
 - a. **Primary Email:** All user accounts must have a unique email address
 - b. **Groups:** Help narrow down what roles are appropriate to assign when managing user accounts
 - c. **Roles:** Groups of permissions, that when assigned allow users to complete specific functions within the system
 - If you are creating an Installation and/or Organization User account, then a Services field will be displayed allowing you to assign Services to the user within their designated Organization by selecting the relevant check boxes
 - **NOTE:** By assigning Services to an Installation and/or Organization user, this will cause the system to send an Actions Required notification email summarizing the standards associated with their Services that require further action from the Organization—this email will be sent the first time each standard is marked “Reviewed with Comments” during Initial Review
3. After populating the required fields, select Save to create the new user account.
 - a. Once selecting Save, the User will see a pop-up: ‘Account successfully saved. You must contact the Support Desk to complete the Single Sign-On (SSO) account creation process.’
 - When contacting the Support Desk to complete the SSO process, you should include:
 - (a) First and Last Name
 - (b) Email Address
 - (c) Branch of Service
 - (d) Region, Installation, and Organization (if applicable)
 - (e) Indicate if the user will have access to the FP-CMS, CYP-IMS, or both

Figure 15: Add Account Form

[POC/Account Manager](#) > Add Account

Add Account

Required fields are marked with an asterisk (*).

First Name *	Last Name *	Position
Paige	Roy	
Email Address *	Phone Number	Phone Type
Paige.Roy@Demo.com		- Select -

User Groups and Roles

Branch of Service *	Group *
Army	Field

Primary Roles *

(Select all roles that apply)

☐ Installation User (FP)

☐ Organization User (FP)

☐ Region User (FP)

- After saving, you can continue to Add Roles or navigate back to the POC/Account Manager listing screen by selecting the “Back to POC/Accounts” link in the upper left-hand corner of the screen.

Figure 16: Add Account Form – After Save

POC/Account Manager > Edit Account

Edit Account - Paige Roy

User Account Info

✓ Account successfully saved. You must contact the Support Desk to complete the Single Sign-On (SSO) account creation process.

Required fields are marked with an asterisk (*).

First Name * Last Name * Position Email Address * Phone Number

Phone Type

Services

☐ Organization Level
 ☐ Non-Medical Individual and Family Counseling

☐ Army Family Action Plan
 ☐ Personal and Family Life Education

☐ Deployment Assistance Program
 ☐ Relocation Assistance Program

☐ Emergency Family Assistance
 ☐ Soldier Family Assistance Center

☐ Employment Assistance Program
 ☐ Survivor Outreach Services

☐ Exceptional Family Member Program
 ☐ Transition Assistance Program

☐ Family Advocacy Program
 ☐ Volunteer Management

☐ Financial Readiness Program

Associated Roles

Group	Roles	Branch of Service	Region Name	Installation Name	Program Name	Action
Field	Installation User (FP)	Army	Europe	Rheinland-Pfalz		

(All roles cannot be removed. Please add another role for this User in order to remove the current role.)

[+ Add Role](#)

[Cancel](#) [Save](#) [Deactivate Account](#)

5. As part of the FP-CMS security protocols, permissions to grant user access to the system is limited. Service Admins can give Reviewers the Allow Account Manager Editor (AME). If a Reviewer is granted the AME permission, they can manage system access for field users (Region, Installation and Organization level) within their Branch of Service/Component.
 - a. Service Admins can grant this permission as needed by editing the Reviewer user account and assigning the additional role of "Account Manager Editor".

Figure 17: Allow Account Management Permission

[POC/Account Manager](#) > Add Account

Add Account

Required fields are marked with an asterisk (*).

First Name *	Last Name *	Position
Paige	Roy	

Email Address *	Phone Number	Phone Type
Paige.Roy@demo.com		-Select-

User Groups and Roles

Branch of Service *	Group *
Army	Reviewers

Primary Roles *

(Select all roles that apply)

☒ Reviewer (FP)

☐ Reviewer: Temporary Access (FP)

Additional Roles

(If this user needs to perform an additional task(s) that is not included in the selected primary role(s), add it here.)

☒ Account Manager Editor (FP)

2.4 Edit an Existing Account

To edit an existing user account, follow the steps below.

1. Search for user account that needs to be modified and select the users name under the Name column in the results table to open the Edit Account screen.
 - a. **NOTE:** Users will be listed in the results table for each role they have. Selecting either name will take you to the same Edit form.

Figure 18: Users lists on separate lines on listing table

OPTIONAL: Narrow results

Branch of Service * x | v Group | v Roles | v Region | v Installation | v First Name

Last Name Status x | v

[Filter Results](#) [Clear filters](#)

[+ Add POC/Account](#)

Showing 1 to 4 of 4 results

Name	Roles	Region Name	Installation Name	Program Name	Status
Paige Roy	Standards Manager Editor (FP) for Army				Active
Paige Roy	Reviewer (FP) for Army				Active
Paige Roy	Account Manager Editor (FP) for Army				Active
Paige Roy	Reviewer: Temporary Access (FP) for Army				Active

2. On the Edit form screen, Admins can edit account details:
 - a. **Status:** If an existing user no longer needs access to FP-CMS, select the “Deactivate Account” button to remove the user’s access.
 - Once User selects ‘Deactivate Account’ button, they will see a pop-up that reads: You are about to make this Account become Inactive. Select OK, and this Account's status will be changed to Inactive and you must contact the Support Desk to complete deactivation.
 - When you contact the Support Desk to complete deactivation, you should include:
 - (a) First and Last Name
 - (b) Email Address
 - (c) Branch of Service
 - (d) Region, Installation, and Organization (if applicable)
 - b. **Roles:** All user accounts **must** have at least one role assigned.
 - If the user account has multiple roles, a Remove hyperlink will appear next to each role.
 - To assign additional roles select the “Add Role” button.
 - If the user has an Installation or Organization user role assigned to their account, then a Services field will display on the Edit POC/Account screen that will allow Admins to modify assigned Services by selecting or deselecting Services checkboxes
3. If no additional roles are needed, select Save to save the edits. To assign additional roles, see Step 4.

Figure 19: Edit Account Form

POC/Account Manager > Edit Account

Edit Account - Paige Roy

User Account Info

Required fields are marked with an asterisk (*).

First Name * Last Name * Position

Phone Number Phone Type

Email Address *
(To update the email address, please contact the Support Desk.)

Associated Roles

Group	Roles	Branch of Service	Region Name	Installation Name	Program Name	Action
Admin/Add-On	Standards Manager Editor (FP)	Army				Remove
Admin/Add-On	Account Manager Editor (FP)	Army				Remove
Reviewers	Reviewer (FP)	Army				

[+ Add Role](#)

[Cancel](#) [Save](#) [Deactivate Account](#)

4. On the Add Role to Account screen, select the applicable role(s) and select Save.

Figure 20: Add Role to Account Screen

Associated Roles

Group	Roles	Branch of Service	Region Name	Installation Name	Program Name	Action
Admin/Add-On	Standards Manager Editor (FP)	Army				Remove
Admin/Add-On	Account Manager Editor (FP)	Army				Remove
Reviewers	Reviewer (FP)	Army				

User Groups and Roles

Branch of Service *

Group *

Primary Roles *
(Select all roles that apply)

☐ Account Manager Editor (FP)

☐ Certification Review Scheduler (FP)

☐ Data Manager Editor (FP)

☐ Standards Manager Editor (FP)

[Cancel](#) [Save](#) [Deactivate Account](#)

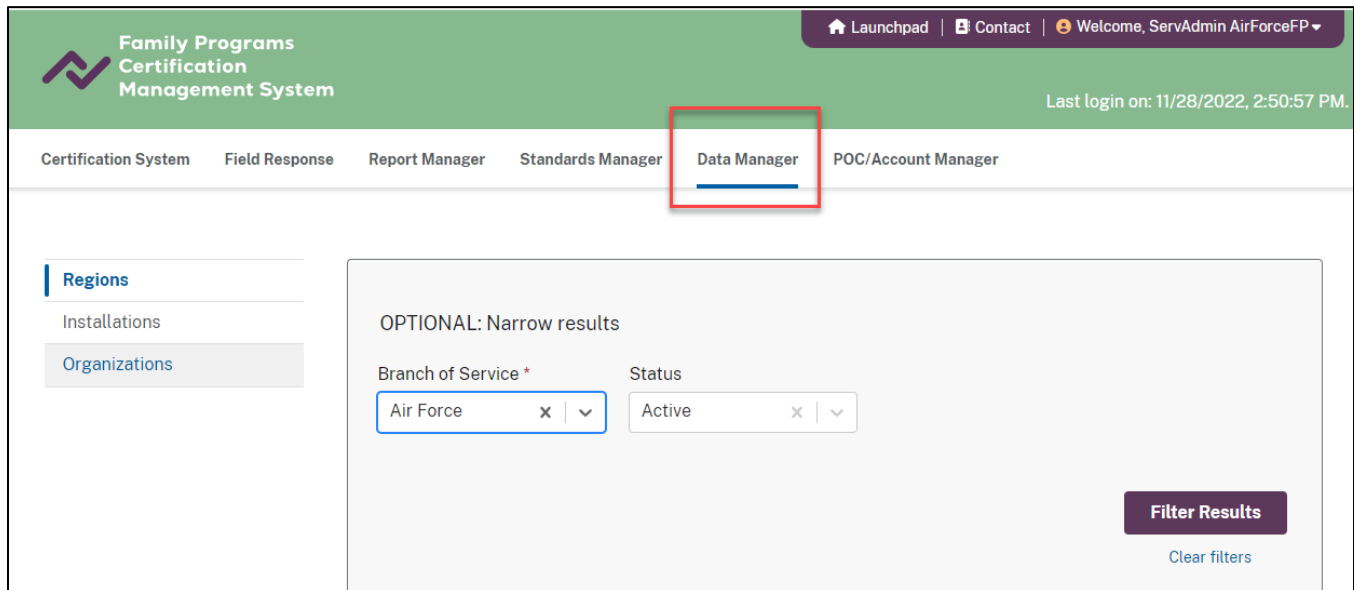
3 Data Manager

The Data Manager Module contains BoS/Component specific Region, Installation and Organization data. The data maintained in this module is used to populate filters and listing tables throughout FP-CMS.

3.1 Navigate to Data Manager

To access Data manager, select the Data Manager tab from the main navigation bar.

Figure 21: Navigate to Data Manager



3.2 Regions Tab

The Regions tab in Data Manager lists the Region Official and Short names, within a selected BoS/Component. Select Region Official Name hyperlink to open the Edit Region screen.

- **Region Official Name:** Used in system generated reports.
- **Region Short Name:** Used in filters and listing tables across the system

Figure 22: Regions Tab

Regions

Installations

Organizations

OPTIONAL: Narrow results

Branch of Service *

Air Force

Status

Active

Filter Results

Clear filters

+ Add Region

Showing 1 to 11 of 11 results

<< Previous Next >>

Region Official Name	Region Short Name
Air Combat Command	ACC
Air Education and Training Command	AETC
Air Force District of Washington	AFDW

Figure 23: Edit Region screen

Regions

Installations

Organizations

Regions > Edit Region

Edit Region

Required fields are marked with an asterisk (*).

Branch of Service *

Army

Region Official Name *

IMCOM-Europe

Region Short Name *

Europe

Inspection Type *

(System Admin Only)

☒ CYP Higher Headquarters Inspection

☒ Family Programs

☒ FCC Home Visits

Status *

(System Admin Only)

Active

Cancel

Save

3.3 Installations Tab

The Installations tab in Data Manager lists Installation details, including the associated Region, Installation Official and Short names within a selected BoS/Component. Select Installation Official Name hyperlink to open the Edit Installation screen and add location details.

- **Installation Official Name:** Used in system generated reports.
- **Installation Short Name:** Used in filters and listing tables across the system

Figure 24: Installations Tab

Regions

Installations

Organizations

Branch of Service *
Army x | v

Region
Select | v

Installation
Select | v

Status
Active x | v

Filter Results

Clear filters

Showing 1 to 25 of 64 results

<<

Previous

Next

>>

Region Short Name ↕	Installation Official Name 17	Installation Short Name ↕
Readiness	Yuma Proving Ground	Yuma
Pacific	USAG Yongsan-Casey	USAG Yongsan-Casey
Europe	USAG Wiesbaden	Wiesbaden
Readiness	USAG White Sands Missile Range	WSMR

3.4 Organizations Tab

The Organizations tab in Data Manager lists all Organizations within selected a selected BoS/Component. To edit Organization details, select the Organization to open the Edit Organization screen.

Figure 25: Organizations Tab

Regions

Installations

Organizations

OPTIONAL: Narrow results

Branch of Service *
Army x | v

Region
Select | v

Installation
Select | v

Program Type
Select | v

Status
Active x | v

Filter Results

Clear filters

Showing 1 to 25 of 76 results

<<

Previous

Next

>>

Region Short Name ↕	Installation Short Name ↕	Organization Name ↕	Program Type ↕
Europe	Ansbach	Army Community Service	Family Programs
Europe	Baumholder	Army Community Service	Family Programs
Europe	Brunssum	Army Community Service	Family Programs
Europe	Brussels	Army Community Service	Family Programs
Europe	Darby	Army Community Service	Family Programs
Europe	Garmisch	Army Community Service	Family Programs

3.4.1 Edit Organization

The following information can be modified on the Edit Organization screen:

- Organization Name
- Operational Status

If an Organization is permanently or temporarily closed, the status should be moved to Inactive

- Services

Lists all Active Services as defined in Standards Manager.

Selections made in Data Manager appear in Certification System, and updates to Service selections made during the Certification Review automatically update in Data Manager once the Organization is marked as Certified in the Certification System.

- Certification Expiration Date

This can be manually updated, and it is automatically once the Organization is marked as Certified in the Certification System.

Figure 26: Edit Organization screen

Organizations > Edit Organization

Edit Organization: Army Community Service

Organization Details | Services

Required fields are marked with an asterisk (*).

Branch of Service: Army

Region Short Name: Europe

Installation Short Name: Rheinland-Pfalz

Program Type: Family Programs

Organization Name *: Army Community Service

Operational Status *: Active

Certification Expiration Date mm/dd/yyyy

Cancel Save

4 Standards Manager

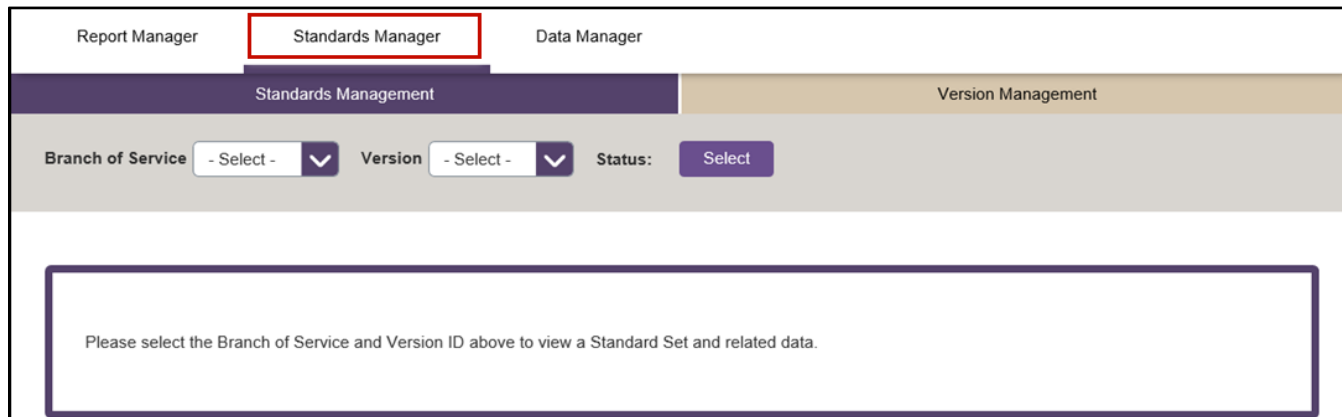
The Standards Manager module is used to manage Family Program Standards. Family Program Standards are maintained in the following sequence:

1. OSD Family Program Standards are entered and released to each of the seven BoS/Components.
2. Once released, each BoS/Components customize OSD Standards and add service-specific Standards.
3. BoS/Components release Family Program Standards to conduct Certification Reviews.
4. As needed, BoS/Components can update and release new versions of Family Program Standards.

4.1 Navigate to Standards Manager

To access the Standards Manager module, select the Standards Manager tab from the main navigation bar. The Version Management and Standards Management screens can be accessed by selecting the applicable tab within Standards Manager.

Figure 27: Access Standards Manager



Report Manager **Standards Manager** Data Manager

Standards Management Version Management

Branch of Service - Select - Version - Select - Status: Select

Please select the Branch of Service and Version ID above to view a Standard Set and related data.

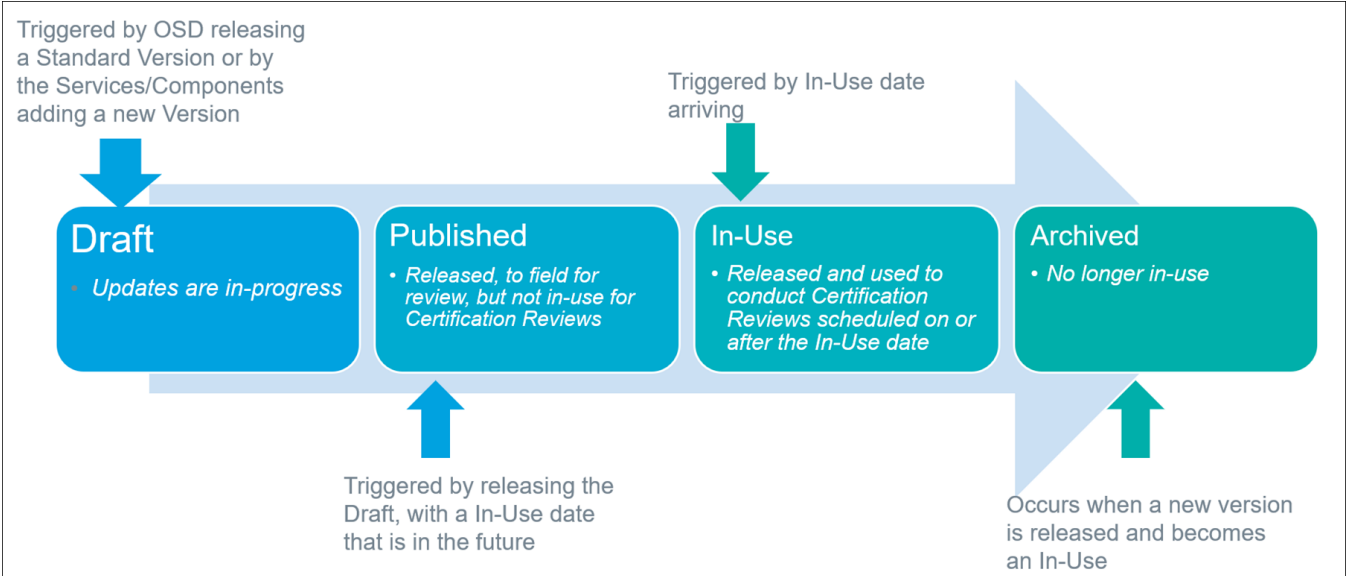
4.2 Version Management

The Version Management tab is where new Standard Versions are created and released. Family Program Standard are managed as versions and a Standard Version can be one of four statuses, described in table 1 and illustrated in figure 23.

Table 1: Standard Version Status Descriptions

Status Name	Description
Draft	Indicates that the Standard version is under draft. Drafts can be saved and worked on over time.
Published	Indicates that a version is released and can be viewed by the field, however, the In-Use date is not current, and the Standard version is not currently used to conduct evaluations.
In Use	Indicates that a version is released, the In-Use date is current this Standard Version will be used to conduct Certification Reviews with a start date on or after the In-Use date.
Archived	Indicates that the version is no longer in use. - In Use versions automatically move to Archived in Standards Manager once a new version moves to In Use. - If an Archived version is associated with a Certification Review, that is not yet complete, the Archived version will continue to be used to conduct the review.

Figure 28: Standard Version Status Workflow



4.2.1 Version Management – Draft

Upon accessing the Version Management tab for the first time, you will see a Draft Standard Version with a Standard ID of 1.001. This first draft is created automatically once OSD releases the first version of OSD Family Program Standards. As a Serv Admin, once a “Draft” is listed in the Version Management tab, you can begin to make updates to the Draft.

- **Standard Version ID:** The whole number (e.g., 1.) in the Standard Version ID represents the OSD version, and the point number (e.g., .001) represents the BoS/Component Version ID. As each BoS/Component release new versions, the point number will update (e.g., 1.001, 1.002, 1.003, etc.). When OSD releases a new Standard version, the ID will reset to 2.001.

Figure 29: Version Management – Draft

The screenshot shows the 'Version Management' tab in the 'Standards Manager' section. It includes a filter dropdown set to 'Navy', 'Filter' and 'Clear' buttons, and a 'Release Version' button. Below is a table with the following data:

Version ID	Release Date	Releaser	Release Notes	In-Use Date	Archived Date	Release Status	Action
1.001						Draft	

4.2.2 Version Management – Release

Follow the steps below to release a Draft Standard Version to the field:

1. Select the Release Version button on the Version Management listing screen.

Figure 30: Release Version Button

The screenshot shows the 'Version Management' tab in the 'Standards Management' section. At the top, there are tabs for 'Report Manager', 'Standards Manager', and 'Data Manager'. Below them, a sub-header shows 'Standards Management' and 'Version Management'. A search bar contains 'Navy' with a dropdown arrow. To the right of the search bar are 'Filter' and 'Clear' buttons. Below the search bar is a table with the following columns: 'Version ID', 'Release Date', 'Releaser', 'Release Notes', 'In-Use Date', 'Archived Date', 'Release Status', and 'Action'. The first row of the table shows '1.001' in the 'Version ID' column and 'Draft' in the 'Release Status' column. A red box highlights the 'Release Version' button located to the right of the table.

2. On the Release Version screen, enter Release Notes and an In-Use date
 - a. Release notes are for informational purposes only and only visible in Version Management.
 - b. The In-Use date indicates when a Standard Version will be used to conduct Certification Reviews.
3. Select Save to complete the release process
 - a. The system will validate that all required fields are complete in the Standards Management tab.
 - If required information is missing, the Standard Version will not Release, and a message will display to alert you to what actions are still required to release the Standard Version.
 - If all required information is complete, the Standard Version will be released.

Figure 31: Release Version Screen

The screenshot shows the 'Release Version' screen. At the top left, there is a link 'Back to Version Management'. Below it is the title 'Release Version'. A red asterisk indicates a required field. Below the title, there is a paragraph of text: 'To release a new version of standards, please enter a brief description of the updates in the "Release Notes" box. Enter the date that the standards should be used to conduct certification reviews in the "In Use Date" field. If a version is released prior to the "In Use Date" then the standard version will be "published". By selecting Save, a new version of Standards will be released. If you do not want to release an update version of Standards, select Cancel.' Below this text are two fields: 'Release Notes' and 'In-Use Date'. The 'Release Notes' field is a large text area. The 'In-Use Date' field is a date input field with a placeholder 'mm/dd/yyyy'. At the bottom right, there are 'Save' and 'Cancel' buttons.

After a Standard Version is released, the Version Management table updates to display related details including Release Date, Releaser, Release Notes, In-Use Date and Release Status. If the Standard Version status is Published, an Edit link will display under the Action column.

Figure 32: Updated Version Management Table

Standards Management				Version Management			
Navy				Filter Clear			
Version ID	Release Date	Releaser	Release Notes	In-Use Date	Archived Date	Release Status	Action
1.001	02/04/2020 EST	ServAdmin FP	Relaseing Version with updated Services, Sections, Subsections and Standards.	02/05/2020 EST		Published	Edit

4.2.3 Version Management – Edit Release Details

While a Standard Version is Published, the release notes and In-Use date can be modified. To edit release details, follow the steps below:

1. Select the Edit Link under the Action column on the Version Management screen.
2. One the Edit Release Version screen, you can edit Release Notes and In-Use Date. While making edits, the following rules are applied.
 - a. The In-Use Date cannot be set to a past or current date; if the date is modified, it must be set to at least one day into the future.
 - b. If a Certification Review is scheduled and the Published Standard Version is associated to the review, then the In-Use date cannot be modified.
3. Select Save to save the edits.

Figure 33: Edit Version

[Back to Version Management](#)

Release Version

* Denotes a required field

To release a new version of standards, please enter a brief description of the updates in the "Release Notes" box. Enter the date that the standards should be used to conduct certification reviews in the "In Use Date" field. If a version is released prior to the "In Use Date" then the standard version will be "published". By selecting Save, a new version of Standards will be released. If you do not want to release an update version of Standards, select Cancel.

Release Notes *

Completed Standards for Fiscal Year 2020

In-Use Date *

2020-02-18

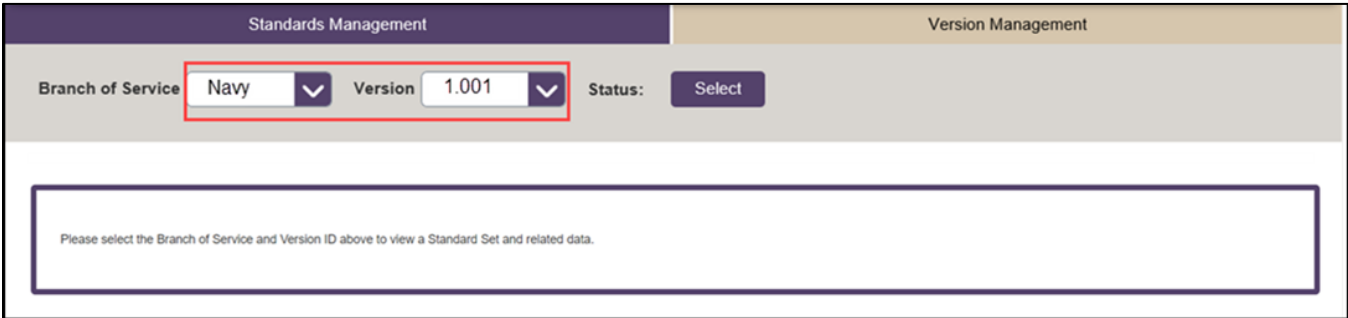
Save

Cancel

4.3 Standards Management

The Standards Management tab is where Standard Versions are drafted, prior to release. To access Standard Versions, select the Standard Version (Branch of Service will always default to your assigned BoS/Component).

Figure 34: Standards Management Landing Screen



The screenshot shows the 'Standards Management' tab. At the top, there are two tabs: 'Standards Management' (active) and 'Version Management'. Below the tabs, there are two dropdown menus: 'Branch of Service' (set to 'Navy') and 'Version' (set to '1.001'). To the right of these is a 'Status:' label and a 'Select' button. Below this, there is a large rectangular box with a message: 'Please select the Branch of Service and Version ID above to view a Standard Set and related data.'

4.3.1 Services

Services represent the Programs available to Service members and their family at each installation. The Services tab displays the following information:

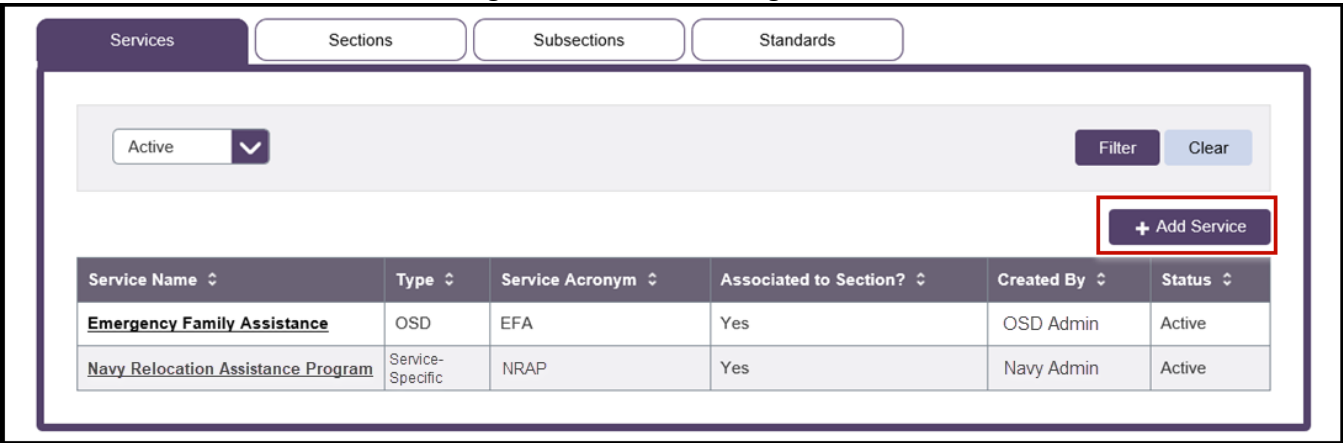
- **Service Name:** The Service name is hyperlinked and when selected, you can view or edit Service details. If a BoS/Component edits an OSD Service name, the BoS/Component specific name will display in the table.
- **Type:** Automatically set as OSD or Service-specific, based on the user who adds the Service.

OSD Services are defined in the DoDi 1342.22

Service-specific Services are not defined in the DoDi 1342.22.

- **Service Acronym:** Shorthand term to reference the Service, used in Filters across the system.
- **Associated to Section:** This field is automatically set to Yes populated by the system when a Service is associated to a [Section](#). All active Services must be associated to a section in order to release a Standard Version.
- **Created by:** Captures the users name who adds the Service.
- **Status:** A Service can be Active or Inactive. If Active, the Service will be used in the Standard Version. If a Service is Inactive, it will not be used in the Standard Version.

Figure 35: Service Listing Screen



The screenshot shows the 'Services' tab. At the top, there are four tabs: 'Services' (active), 'Sections', 'Subsections', and 'Standards'. Below the tabs, there is a filter section with a dropdown menu set to 'Active' and buttons for 'Filter' and 'Clear'. To the right of the filter section is a red-bordered button with a plus sign and the text '+ Add Service'. Below this is a table with the following data:

Service Name	Type	Service Acronym	Associated to Section?	Created By	Status
Emergency Family Assistance	OSD	EFA	Yes	OSD Admin	Active
Navy Relocation Assistance Program	Service-Specific	NRAP	Yes	Navy Admin	Active

4.3.1.1 Add Service-specific Services

If your BoS/Component offers Services in addition to the OSD Services, you can add new Services while the Standard Version is in Draft.

1. To add a new Service, select the Add Service button from the Services tab.
2. On the Add Service screen, enter the Service name and Acronym. The Service Type will be set as Service-Specific.
3. Select Save to save and create the Service.

Figure 36: Add Service Screen

Services | Sections | Subsections | Standards

[Back to Services](#)

Add Service

* Denotes a required field

Navy Service Name *

Navy Acronym *

Type Service-Specific

Save Cancel

4.3.1.2 Edit OSD and Service-Specific Services

While the Standard Version is in a status of Draft or Published, OSD and Service-Specific Services can be modified. To edit a Service, select the hyperlinked Service name from the Services tab.

- When editing an OSD Service, you can customize the Service Name and Acronym reflect the naming used by your BoS/Component.

Upon release of OSD Standards, the BoS/Component Service Name and Acronym fields will default to display the OSD information. If your BoS/Component uses the same naming as OSD, no edits are needed.

Reports, filters, and listing tables will always display the BoS/Component Name and Acronym fields.

- When editing a Service-specific Standard, you can modify the Service Name, Acronym and Status.

If a Service is no longer offered update the status from Active to Inactive.

Figure 37: Edit OSD Services

Services | Sections | Subsections | Standards

[Back to Services](#)

Edit Service

* Denotes a required field

OSD Service Name Family Advocacy Program

OSD Acronym FAP

Navy Service Name *

Navy Acronym *

Status Active

Type OSD

Save Cancel

Figure 38: Edit Service Specific Services

Services

Sections

Subsections

Standards

Back to Services

Edit Service

* Denotes a required field

Navy Service Name *

Navy Relocation Assistance Program

Navy Acronym *

NRAP

Status

Active

Type

Service-Specific

Save

Cancel

4.3.2 Sections

Sections are the highest level of grouping used to organize similar Standards together. The Sections tab displays the following information:

- Section:** The Section name is hyperlinked and when selected, you can view or edit Section details. If a BoS/Component edits an OSD Section name, the BoS/Component specific name will display in the table.
 - Associated Services:** Lists the Service associated to the Section (as defined in the Add and Edit Section screen).
- If the associated service is listed as Organization Level, the Section is not applicable to a specific Service.
- Section Code:** Represents the first part of the Standard Code (e.g., AM 1).
 - Type:** Automatically set as OSD or Service-specific, based on the user who adds the Section.

OSD Sections are defined in the DoDi 1342.22

Service-specific Sections are not defined in the DoDi 1342.22 but are used by the BoS/Component in evaluations.

- Status:** A Section can be Active or Inactive. If Active, the Section is used to evaluate Organizations.

Figure 39: Sections Tab

Services

Sections

Subsections

Standards

Select Services

- Select St

Filter

Clear

+ Add Section

Section	Associated Services	Section Code	Type	Status
Administration and Management	Organization Level	AM	OSD	Active
Emergency Family Assistance	Emergency Family Assistance	EFA	OSD	Active
Family Advocacy Program	Family Advocacy Program	FAP	OSD	Active
Navy Relocation Assistance Program	Navy Relocation Assistance Program	NRAP	Service-Specific	Active

4.3.2.1 Add Service-specific Sections

If your BoS/Component manages groups of Standards not already defined by OSD Sections, you can add Service-specific Sections while the Standard Version is in Draft.

- To add a new Section, select the Add Section button from the Sections tab.

2. On the Add Section screen, enter the following information:
 - a. Section Name
 - b. Associated Services
 - Assign a Service to the Section or leave this field blank, if the Section includes Standards that should be evaluated at the Organization level (e.g., Administration and management, Human Resources, etc.)
 - c. Code
 - The text entered here is used as the first part to define Standard codes (e.g., FAP, EFMP, etc.).
 - d. Sort Order
 - The system automatically assign the Sort Order based on the entry of the Sections; however, you can manually update the Sort Order as needed.
 - OSD and Service-specific Sections are ordered together, and Sort Order assignments cannot be repeated. The Sort Order determines the display order of Sections in the Standards Report.
 - e. Description
 - Enter a brief description of the Section and the type of Standards that are included.
 - f. Type
 - Automatically set to Service-specific
 - g. Status
 - When adding a new Section, the status default to Active.
3. Select Save to add the Section.

Figure 40: Add Section

[Back to Sections](#)

Add Section

* Denotes a required field

Navy Section Name *	
Associated Services	-No Associated Services-
Navy Code *	
Navy Sort Order *	5
Navy Description	
Type	Service-Specific
Status	Active

4.3.2.2 Edit OSD and Service-Specific Sections

While the Standard Version is in a status of Draft or Published, OSD and Service-Specific Sections can be modified. To edit a Section, select the hyperlinked Section name from the Sections tab.

- When editing an OSD Section, you can customize the Section Name, Code and Sort Order.

Upon release of OSD Standards, the BoS/Component specific fields will default to display the OSD information. If your BoS/Component uses the same naming and Sort Order as OSD, no edits are needed.

Reports, filters, and listing tables will always display the BoS/Component Name, Code and Sort Order.

- When editing a Service-specific Section, you can modify all fields except for the Section Type.

If a Section is no longer relevant or needed, move the status from Active to Inactive.

Figure 41: Edit OSD Section

[← Back to Sections](#)

Edit Section

* Denotes a required field

OSD Section Name	Administration and Management
OSD Code	AM
OSD Sort Order	1
OSD Description	The Administration and Management standards outline the responsibilities of program leadership to foster a culture of transparency, accountability, and responsiveness to the military community; provide oversight of operations; and promote program and operational improvements. The responsibilities set forth in the standards represent the multi-faceted functions that leadership assumes to ensure effective delivery of quality services.
Navy Section Name *	Administration and Management
Associated Services	
Navy Code *	AM
Navy Sort Order	1
Type	OSD
Status	Active

Figure 42 Edit Service Specific Section

Back to Sections

Edit Section

* Denotes a required field

Navy Section Name *

Associated Services

Navy Code *

Navy Sort Order

Navy Description

Type

Status

Navy Relocation Assistance Program

Navy Relocation Assistance Program

NRAP

4

The program provides access to relocation information on a variety of moving related topics, either directly or by referral, as appropriate to customer needs:

Service-Specific

Active

Save

Cancel

4.3.3 Subsections

Subsections are an optional level of grouping within a Section used to group and organize related Standards. While optional, if Subsections are used for one Section, you must create at least one Subsection for all Sections.

- OSD Standards will not include Subsections.
- If Subsections are used, the Standard Code will display as AM 1.1, rather than AM 1 (as an example). The first 1 represents the Subsection and the .1 represents the Standard within the Subsection.

The Subsection tab displays the following information:

- **Section:** Lists the Section that the Subsection is associated with.
- **Subsection:** The name is hyperlinked and when selected, you can view or edit Subsection details.
- **Code:** Lists the Section Code and Subsection Code
- **Status:** Inactive or Active

Figure 43: Subsection Listing Screen

ServicesSectionsSubsectionsStandards

Select SectionsActiveFilterClear

Add Subsection

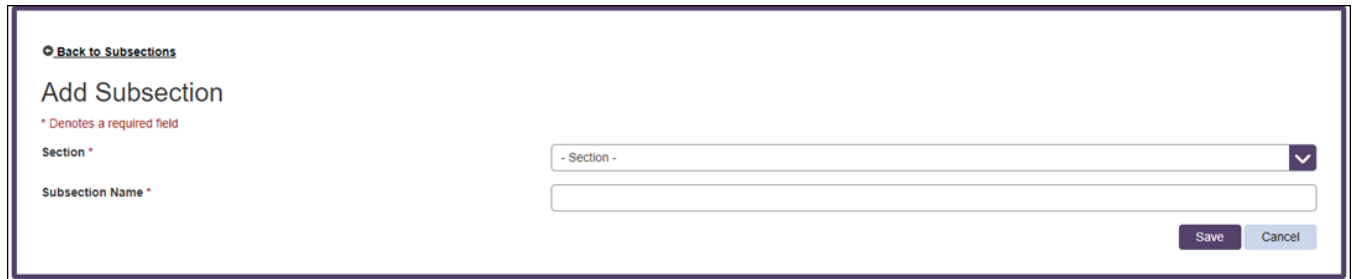
Section	Subsection	Code	Status
Administration and Management	Administration and Management Navy	AM 1	Active
Emergency Family Assistance	Emergency Family Assistance Navy	EFA 1	Active
Emergency Family Assistance	Emergency Family Assistance Subsection 2	EFA 2	Active
Navy Relocation Assistance Program	Navy Relocation Assistance Program Subsection	NRAP 1	Active

4.3.3.1 Add Subsection

To add a Subsection, follow the steps listed below:

1. Select the Add Subsection button from the Subsection tab.
2. On the Add Subsection screen, assign a Section and enter the Subsection.

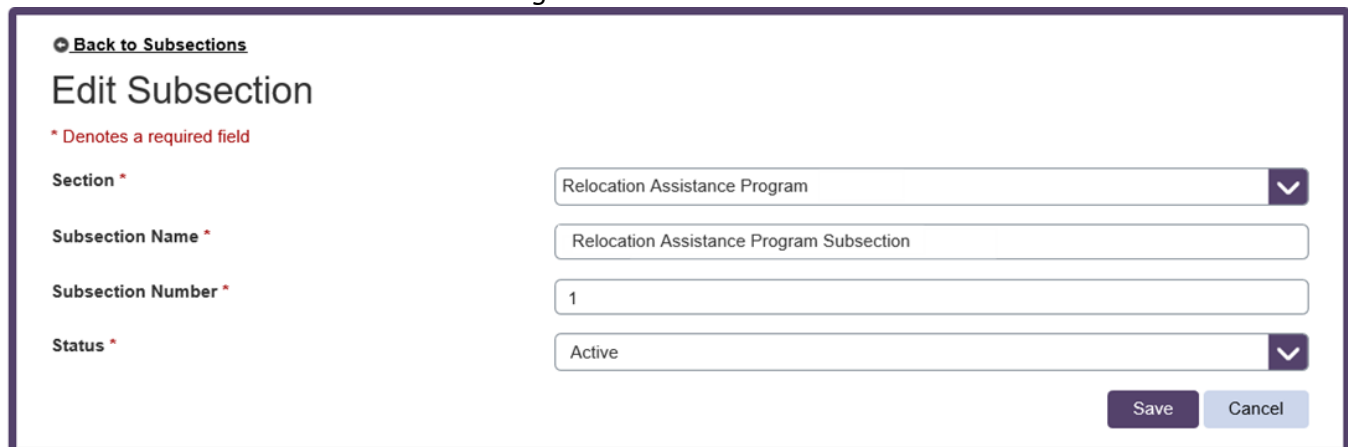
3. Select Save.
4. Upon selecting Save, the screen will refresh to show the Subsection number and Status.
 - a. Subsection number will default to the order of entry. The number can be updated by editing the field.
 - b. Status will default to Active.

Figure 44: Add Subsection

4.3.3.2 Edit Subsection

While the Standard Version is in a status of Draft or Published, Subsection details can be modified. To edit a Subsection, select the hyperlinked Subsection name from the Subsections tab. On the Edit Subsection screen, all fields can be modified.

- Subsection Numbers must be unique within each Section.
- If a Subsection is no longer relevant or needed, change the status from Active to Inactive.

Figure 45: Edit Subsection

4.3.4 Standards

Standards outline the minimum requirements for the assurance of high-quality military family readiness programs and services made available to Service members and their families. The Standards tab includes the following information:

- Section and Subsection (if applicable) that the Standard is assigned too.
- Standard Name is hyperlinked and when selected, you can view or edit Standard details.
- Standard Code is based on the Section Code, Subsection number (if applicable) and the Standard number, (e.g., AM 1.1 or AM 1).
- The Standard type which can be OSD and Service-specific.
- Standard Status

On the Standards tab, in order to view the Standards, you must filter for one or more values and select Filter to show Standards. You can filter by additional options, by selecting the Show Advanced button.

Figure 461: Standards Listing Screen

Section ↕	Subsection ↕	Standard ↕	Code ↕	Type ↕	Status ↕
Administration and Management	Administration and Management subsection AF	<u>Funds Mangement</u>	AM 1.1	OSD	Active
Administration and Management	Administration and Management subsection AF	<u>Community Capacity Building and Needs Assessment</u>	AM 1.2	OSD	Active
Administration and Management	Administration and Management subsection AF	<u>Contracts and Agreements</u>	AM 1.3	OSD	Active

4.3.4.1 Add Service-Specific Standards

If your BoS/Component evaluates Organizations with additional Standards not already defined in the OSD Standards, you can add Service-specific Standards while the Standard Version is in Draft.

1. Select the Add Standard button from the Standards tab.
2. On the Add Standard screen, enter Standard information:
 - a. Associate a Section
 - b. Associate a Subsection
 - The Subsection drop-down will only display if you have created Subsections, if you have not created a Subsection, the drop-down will not display.
 - c. Enter the Standard Name
 - d. Enter the Standard Description
 - e. Indicate if Reviewers can mark the Standard as Not Applicable during the Certification Review.
 - If Yes is selected, an N/A option will display on the Conduct screens in the Certification System.
 - If No is selected, Reviewers cannot mark the Standard as N/A and will be required to mark the Standard as Met, Met with Recommendations or Not Met.

Figure 47: Add Standard

[Back to Standards](#)

Add Standard

* Denotes a required field

Section *

- Section -

Air Force Standard Name *

Description

Not Applicable Allowed *

Yes

No

Save

Cancel

3. Select Save to create the new Standard.
4. Upon saving, the screen will refresh, and a confirmation message will display on the Standards tab. To complete the Standard, use the filters to display the new Standard. Follow the step Edit steps below to add the additional Standard details.

Figure 48: Add Standard Confirmation

ServicesSectionsSubsectionsStandards

Select Sections

- Subsection -

- Type -

- Select Status -

Show Advanced

Filter

Clear

Emergency Family Assistance Air Force was successfully added.

+ Add Standard

Section	Standard	Code	Type	Status
No records.				

4.3.4.2 Edit OSD and Service-Specific Standards

The Standard Type and the status of the Standard Version (i.e., Draft, Published or In Use), determine when a Standard field can be modified. To edit a Standard, follow the steps below and refer to table 2.

1. Use the filters on the Standard tab to locate the Standards that require edits.
2. Select the hyperlinked Standard name to open the Edit Standard screen.

Figure 49: Filtered Standards Tab

ServicesSectionsSubsectionsStandards

Administration and Management, Emergency Family Assistance
Family Advocacy Program

- Subsection -

- Type -

- Select Status -

Show Advanced

Filter

Clear

+ Add Standard

Section	Standard	Code	Type	Status
Administration and Management	Funds Mangement	AM 1	OSD	Active
Emergency Family Assistance	Emergency Family Assistance Air Force	EFA 1	Service-Specific	Active
Family Advocacy Program	Home Visitors	FAP 1	OSD	Active

Upon accessing the Edit Standard screen, the fields you will be able to modify will depend on the Standard Type (OSD or Service-specific) and the status of the Standard Version (Draft, Published or In Use). Table 2 below outlines the edit rules by the Standard Field Name, your view as a BoS/Component user and when edits are allowed, based on the status on the Standard Version.

Table 2: Standard Edit Rules

Standard Field Name	BoS/Component User View	Edits allowed (Standard Version status)?
OSD Standard Code	- Read-only if type = OSD - Does not display if type = Service	Edits not allowed
Section	- Read-only if type = OSD - Editable if type = Service	Draft
Subsection	- Read-only if type = OSD - Editable if type = Service	Draft
Standard Name	- Read-only if type = OSD - Editable if type = Service	Draft, Published
Standard Description	- Read-only if type = OSD - Editable if type = Service	Draft, Published
Not Applicable Allowed	- Read-only if type = OSD - Editable if type = Service	Draft, Published
Commander Attention Item	- Editable if type = OSD - Does not display if type = Service	Draft, Published, In-Use
OSD Standard Number	- Read-only if type = OSD - Does not display if type = Service	Edits not allowed
Service Standard Number	Editable Automatically assigned based on OSD # or entry. Standard #s must be unique within each Section and Subsection (if applicable).	Draft, Published
Standard Type	Always read-only	Edits not allowed
Status	- Read-only if type = OSD - Editable if type = Service	Draft
Best Practices	Editable	Draft, Published, In Use
Service Interpretation	Editable	Draft, Published, In Use
Notes to Reviewers	Editable	Draft, Published, In Use
Is Evidence Required?	Editable	Draft, Published, In Use
Evidence of Compliance	Editable	Draft, Published, In Use
Common Findings	Editable	Draft, Published, In Use
Actions Required	Editable	Draft, Published, In Use
Related Library Resources	Editable	Draft, Published, In Use

- If edits are made for any fields under the General Information accordion, you must select Save to save the changes before making updates to the additional fields below. Upon selecting Save, the

screen will refresh, and you will return to the Standards tab. To continue making edits to the Standard, you will need to filter for the Standard and return to the Edit Standard screen.

- a. If the user is Navy, they will see a Navy Code Prefix text box as well. (See Figure 51 and 53)

Figure 50: Edit OSD Standard for all Bos except Navy

ServicesSectionsSubsectionsStandards

[Back to Standards](#)

Edit Standard

General Information

* Denotes a required field

OSD Standard Code

AM 1

Section

Administration and Management

Subsection *

Administration and Management subsection AF

Air Force Standard Name *

Funds Mangement

OSD Standard Name

Funds Mangement

Air Force Standard Number *

1

OSD Standard Number

1

Standard Type

OSD

Standard Description

The program has a system for managing funds in accordance with applicable DoD and Service regulations and policies.

Not Applicable Allowed *

☐ Yes
☒ No

Is Virtual Evidence Required? *

☐ Yes
☒ No

Status

Active

Service Interpretation

Best Practices

Notes to Reviewers

Save

Cancel

Evidence of Compliance

Common Findings

Actions Required

Related Library Resources

Figure 51: Edit OSD Standard for only Navy

Services

Sections

Subsections

Standards

Back to Standards

Edit Standard

General Information

* Denotes a required field

OSD Standard Code

AM 3

Section

Administration and Management

Navy Standard Name *

N-MIL-AM 2.01

OSD Standard Name

Community Capacity Building and Needs Assessment

Navy Code Prefix

Navy Standard Number *

2.01

OSD Standard Number

3

Standard Type

OSD

Standard Description

The MFSC partners with a diverse group of military and civilian stakeholders to plan and carry out community capacity building initiatives that improve MFR. The MFSC and its stakeholders conduct periodic assessments of community needs and existing resources.

Not Applicable Allowed *

☒ Yes

☐ No

Virtual Evidence *

☒ Yes

☐ No

Status

Active

Commander Attention Item

No

Service Interpretation

Best Practices

Notes to Reviewers

Examples of strategies and techniques the program may use to facilitate communication with stakeholders include community meetings and public forums, newsletters, and special events. Examples of strategies that may be used to gather assessment information include surveys, one-on-one interviews, focus groups, reviews of existing demographic information.

POWERED BY TINYMCE

POWERED BY TINYMCE

POWERED BY TINYMCE

Save

Cancel

Figure 52: Edit Service Specific Standard for all BoS except Navy

Services

Sections

Subsections

Standards

[Back to Standards](#)

Edit Standard

General Information

* Denotes a required field

Section *
Administration and Management

Subsection *
Administration and Management subsection AF

Air Force Standard Name *
Administration and Management

Air Force Standard Number *
4

Standard Type
Service-Specific

Description

Not Applicable Allowed *
☐ Yes
☒ No

Is Virtual Evidence Required? *
☐ Yes
☒ No

Status *
Active

Service Interpretation	Best Practices	Notes to Reviewers

Save

Cancel

Evidence of Compliance

Common Findings

Actions Required

Related Library Resources

Figure 53: Edit Service Specific Standard for Navy

[Back to Standards](#)

Edit Standard

General Information

* Denotes a required field

Section *

Navy Standard Name *

Navy Code Prefix

Navy Standard Number *

Standard Type

Description

Formats
B
I
[Icons]

This is a test

POWERED BY TINYMCE

Not Applicable Allowed * ☒ Yes ☐ No

Virtual Evidence * ☐ Yes ☒ No

Status *

Service Interpretation

Best Practices

Notes to Reviewers

Formats

POWERED BY TINYMCE

Formats

POWERED BY TINYMCE

Formats

POWERED BY TINYMCE

Save Cancel

Evidence of Compliance

Common Findings

4. Below the General Information accordion, are accordions to add and edit the following details (each field is defined further in the Glossary).
 - a. Evidence of Compliance
 - b. Common Findings
 - c. Actions Required
 - d. Related Library Resources
5. Within each accordion, there is a button to add a new entry, and once an entry is added, you can edit the text by selecting the hyperlinked text and opening a text box. After making the edits, click outside of the text box to save the changes.

Figure 54: Additional Standard Fields

Evidence of Compliance

Evidence of Compliance

Add Evidence

Evidence of Compliance

SOPs, Policy Handbooks and Forms

Common Findings

Common Findings

Add Finding

Common Findings

Organization does not have proper assessment forms or protocols outlined in the Policy Handbooks.

Actions Required

Actions Required

Add Action

Actions Required

There are currently no Actions Required

Related Library Resources

URL

Upload

URL	Type	Action
http://www.google.com	Service-Specific	Edit Remove

6.
7. When all edits are complete, select the Back to Standards link at the top of the screen to navigate back to the Standards tab.

Figure 55: Back to Standards link

Back to Standards

Edit Standard

5 Report Manager

The Report Manager module contains all FP-CMS reports, and the reports are grouped into three categories: Admin, Certification and Trend Reports. This section focuses on the Admin Reports.

5.1 Navigate to Report Manager

To access the Report Manager module, select the Report Manager tab from the main navigation bar. Within the Report Manager module, select the Family Program Admin section to access the Standards Report.

Figure 56: Report Manager

Certification System	Field Response	Report Manager	Standards Manager	Data Manager	POC/Account Manager
FAMILY PROGRAMS ADMIN ^ These supplemental admin reports are used to prepare for headquarters certification reviews.					
Certification Standards Report The Certification Standards Report provides the Standard details for the selected Branch of Service/Component and Standard Version. The report can also be used to view OSD Family Readiness Program Standards.					
FAMILY PROGRAMS CERTIFICATION ^ These reports are used to provide the results of headquarters certification reviews.					
Corrective Actions Report A report generated from the Certification System and Organization Portal that displays the overall compliance of the standards for the selected Organization. The report also lists the Findings and Actions Required for the Organization recorded during the Certification along with the Corrective Actions taken by the Organization for each Finding.					
Initial Review Results Report A report generated from the Certification System that displays the results from the initial review of Standard Evidence for the selected Organization.					
Draft Preliminary Certification Report A draft report generated from the Certification System that displays the overall compliance of Standards for the selected Organization. The report also lists the corrective action instructions for the Organization and the findings recorded during the certification review.					
Preliminary Certification Report A report generated from the Certification System that displays the overall compliance of Standards for the selected Organization. The report also lists the corrective action instructions for the Organization and the findings recorded during the certification review.					
HQ Outbrief Report A report generated from the Certification System that is used by the HQ Review Team at the conclusion of the Certification Site Review to brief the Installation Commander about the results of the Certification Review for the selected Organization.					

5.2 Certification Standards Report

The Certification Standards Report exports the data entered in Standards Manager into a PDF report. To generate the report, follow the steps below:

- Filter for the required information
 - BoS/Component filter will automatically populate to your assigned BoS/Component
 - This is permission based, i.e., a Service Admin with Navy permissions will only see Navy as an option.
 - Standard Version will list all available versions from Standards Manager, regardless of Standard Version status (i.e., you can generate reports for Draft, Published, In Use and Archived Standard Versions).
- Filter report results by Service(s) and Sections(s)
 - These are optional filters and if used the report will only include the selected data.
 - If no selection is made, the report will default to show ALL.
- Include additional data in the report
 - These are optional selections, and you can decide what to include the report or not.
- By default, the report will always include the following data from Standards Manager.
 - Section Name
 - Section Description
 - Subsection Name
 - Standard Code
 - Standard Description
- Users can select additional, optional filters listed below. On the report generation screen, these filter selections will not be selected, and users can select or de-select as needed.
 - Service Interpretation
 - Notes to Reviewers
 - Best Practices
 - Evidence of Compliance
 - Not Applicable Allowed

- i. Will show as N/A Allowed: Yes or No
 - f. Review Type
 - i. Will show as Review Type: Virtual Review and/or Site Review
 - g. Action Required
 - h. Common Findings
 - i. Commander Attention Items
 - j. References
 - k. Virtual Evidence
 - l. OSD Code
 - i. If the selected BOS/Component is not OSD, the OSD Code additional filter will display.
 - ii. If the selected BoS/Component is OSD, the OSD additional filter will not display.
6. To generate the report, select the Generate button to download the report.
7. The Standard Report will include the filtered data, as well as a header and static guidance text.

Figure 57: Standards Report Generate Screen

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Certification Standards Report

*** Required**

*** Select the Branch of Service/Component and Standard Version to include in the report.**

Branch of Service/Component* Standard Version*

- Select - - Select -

Filter results by Service(s) and/or Section(s)

Service(s) Section(s)

- Select - - Select -

Choose Additional Fields to Display:

Choose additional information to display within the report. Default fields are automatically included in the report (note: if a Branch of Service/Component does not use Subsections, it will not be included in the report).

Default Fields Section Name Section Description Subsection Standard Code Standard Description	Additional Fields ☐ OSD Code ☐ Service Interpretation ☐ Notes to Reviewers ☐ Best Practices ☐ Evidence of Compliance	☐ Not Applicable Allowed ☐ Action Required ☐ Common Findings ☐ References ☐ Virtual Evidence
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5.2.1 Certification Standards Report output

1. The Report will be available in MS Word. The file name will include the Branch of Service and Standard Version ID for which the report is being generated. The file name will also include the date of the Report generation. Example: BOS_VERSION_StandardReport_YYYYMMDD.docx (MS Word)

Figure 58: Standards Report Example, No Subsections

Navy Military Family Readiness Program Certification Standards Report Standard Version 1.001	
AM. ADMINISTRATION AND MANAGEMENT	
The administration and management standards outline the responsibilities of program leadership to foster a culture of transparency, accountability, and responsiveness to the military community; provide oversight of operations; and promote program and operational improvements. The responsibilities set forth in the standards represent the multi-faceted functions that leadership assumes to ensure effective delivery of quality services. Through sound administration and effective management, the program achieves its vision, mission and strategic goals; assures appropriate use of resources for the good of customers; and remains responsive to the needs of the military community. In evaluating the administrative and management standards, consider: (1) Interviews with MFSC director and relevant staff. (2) Financial record management system. (3) Statements of work. (4) Policies or operational guidance. (5) Meeting minutes. (6) Assessment tools. Associated Service: Organization Level	
STANDARDS	
AM 1	Program Funds Description: The program has a system for managing funds in accordance with applicable DoD and Service regulations and policies.
AM 2	Contracts and Agreements Description: When needed services are secured through contracts and written service agreements, the program monitors the quality of services provided and reports concerns to oversight entities, when appropriate.
AM 3	Community Capacity Building and Needs Assessment Description: The MFSC partners with a diverse group of military and civilian stakeholders to plan and carry out community capacity building initiatives that improve MFR. The MFSC and its stakeholders conduct periodic assessments of community needs and existing resources.

6 Glossary

This glossary lists key terms and related to the Admin modules in FP-CMS.

6.1 Data Manager Terms and Definitions

The terms listed in this section are attributes of an Organization.

Term	Definition
Data Manager	Module in FP-CMS, where data including Branch of Service, Region, Installation and Organization are stored. Data from this module is used throughout the system.
Organization	Represents the overarching Military Family Program available to Service members and their family at each installation. The organization will receive the certification. Each organization will have a name identified by the

	Service/Component. Example: Marine and Family Programs Division; Fleet and Family Support Center
Branch of Service	Branch represents a military Service or other top-level organization (e.g., Defense Logistics Agency). Note: For NGB and USAR, this label will read Component in modules of the system accessed by users other than administrators.
Region	A Region represents a grouping of installations for command and control purposes defined by each military service.
Installation	Installation represents a base, camp, post, station, yard, center, garrisons, fort or other activity and its geographic location.
Services Offered	Represents the services available to Service members and their family at each installation. • There are OSD services offered, and Services/Components can add their own service-specific services. • Services Offered are managed via the Standards Manager and assigned to the Organization in Data Manager. Additionally, they can be updated in the Certification System as needed during the evaluation process.

6.2 Standard Manager Terms and Definitions

The terms listed in this section are related to Standards or are attributes listed in Standards Manager.

Term	Definition
Standards Manager	Module in FP-CMS where OSD and Services/Components manage and maintain Standards.
Section	Highest level of grouping used to group and organize similar standards together.
Subsection	Level of grouping within a section used to group and organize related Standards. Use of Subsections is optional.
Standard	Outlines the minimum requirements for the assurance of high-quality military family readiness programs and services made available to Service members and their families. This is where the evaluation occurs.
Standard Name	A short name assigned to the standard that displays within the system as a quick reference to the standard.
Standard Description	The complete description of the standard that is being evaluated.
Actions Required	Services/Components can identify actions required by the field to address findings when a standard is found as not met.
Best Practices	Services/Component can identify best practices associated to the standard. Best Practices are provided to the field to help with implementation and improve services.
Code	Short-hand reference to quickly reference a standard on the conduct screen and in various reports and outputs.

Common Findings	Services/Components can identify common findings that are used by Reviewers to identify not met requirements to the field.
Evidence of Compliance	Resources (e.g., interviews, manuals, policy documents, etc.). that help guide the reviewer's evaluation of the defined standard.
Not Applicable	Standards can be marked as eligible for a not applicable evaluation if a standard is not required to be evaluated at the organization or services offered level.
Notes to Reviewers	Provides additional guidance only seen by Reviewers to facilitate evaluation of the standard.
Service Interpretation	Provides additional guidance or specific instructions on how to evaluate or observe the standard to ensure compliance according to service-specific policy and/or requirements.
Review Type	A standard can be flagged as being evaluated during the virtual review, site review or both.
Standard Type	Standards can be identified as OSD or Service-specific.

7 Appendix A: User Role Descriptions

This appendix lists each role and the description of the role. Roles are categorized by the functionality they support within the system.

7.1 Admin Related Roles

The roles in this section support Admin activities within the system.

Role	Description
Service Admin (FP)	Provides full access to view and edit data throughout FP-CMS (intended for HQ work group members only).
Account Manager Editor (FP)	Allows users to add, edit and modify accounts. <i>Note: This role will be retired with Account Manager updates mid-2020.</i>
Data Manager Editor (FP)	Allows users to view and edit Organization information within Data Manager.
Standards Management Editor (FP)	Allows users to view and edit Standards and provides access to generate the Certification Standards Report.
Version Management Editor (FP)	Allows users to release a version for your BOS/Component. <i>Note: This role will be retired, and all users assigned to the Standards Management editor will have access to Create and Release Standard Versions in mid-2020.</i>

7.2 Reviewer Related Roles

The roles in this section support Review Team activities within the system.

Roles	Description
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Reviewer (FP)	Allows access to the Certification System module, to conduct certification reviews for their Branch of Service/Component. Provides access to generate a Preliminary Certification Report.
Reviewer: Temporary Access (FP)	Allows access to the Certification System module, to conduct Certification Reviews for which the user is assigned. Access to navigate through the Certification System is temporary and only allowed when the review the user is assigned too has a status of "Review In-Progress" and "Pending Release to Field." Provides access to generate a Preliminary Certification Report.
Certification Review Scheduler (FP)	Allows to schedule Certification Reviews within the Certification System. This is an add-on role for Reviewers.
Service Admin (FP)	Allows access to the Certification System to schedule and conduct reviews within the assigned Branch of Service/Component. Provides access to generate a Preliminary Certification Report, (intended for HQ work group members only).

7.3 Field User Roles

The roles in this section support field user activities within the system.

Roles	Description
Region User (FP)	When assigned this role, users can view and upload files for their access level within the Standards Evidence tab in Field Response.
Installation User (FP)	When assigned this role users can view and upload files for their access level within the Standards Evidence tab in Field Response.
Organization User (FP)	When assigned this role users can view and upload files for their access level within the Standards Evidence tab in Field Response.